

Using an established account, log in and subscribe to a docketed case

Start at PSC home page - <http://psc.wi.gov/>

Select OK to accept security message.

Select the ERF Electronic Regulatory Filing System button (top left on the side menu bar).

Select Upload Document, Maintain Profile, Modify Subscriptions.

On next screen, enter your Logon ID and Password.

Select Subscription - bottom link on left side of screen.

Select New Subscription.

Enter Utility ID (Numbers -First part of docket number) or type in Utility Name.

Enter Case Type (Letters – Middle part of docket number).

Enter Sequence (Numbers- Last part of docket number).

Choose Document Type or skip field to receive notification of all filings.

Skip Industry Type. Use this only if you want all filings for an industry.

You must enter a descriptive Search Name to save your search criteria. This name indicates which case the email pertains to. You may use the docket number or a specific descriptive name

Select Save -> Subscribe List

Notice of filings will be sent to the email address associated with the Individual Account

If you have questions or problems, please contact Rebecca Yoh by phone at (608) 261-8521 or via email at Rebecca.Yoh@wisconsin.gov